



2016-02
02/01/16

United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street - Chicago, Illinois 60604

POSITION VACANCY

Position: Procurement Assistant

Starting Salary: CL 23 (\$35,124 - \$57,102) per annum
This position has promotional potential to the CL 24/CL 25

Closing Date: Open Until Filled

Duties: This entry level, career-track position performs administrative and technical support related to ensuring that court units are provided the supplies and materials required to function optimally, in accordance with court policies and approved internal controls. Duties involve assisting with procurement and inventory activities through accurate record keeping and tracking; receiving, checking, and delivering ordered supplies and materials; and assisting with preparing purchase orders and invoice payments. Assignments will become progressively more complex over time.

Qualifications:

- Bachelor's Degree from an accredited university is required.
- Excellent computer skills and proficiency in the use of Windows and Microsoft Office.
- Good organizational skills, attention to detail, and the ability to maintain numerical records.
- Excellent analytical, problem solving, critical thinking and research skills.
- Strong interpersonal skills including the ability to collaborate and work effectively and diplomatically with others.
- Strong oral and written communications skills with the ability to communicate information clearly and accurately.

Application: Please submit resume, with cover letter and salary history to:

U.S. Court of Appeals - 7th Circuit
Human Resources
219 South Dearborn St., Room 2722
Chicago, Illinois 60604
FAX: 312/554-8077
E-Mail: ca7_HR@ca7.uscourts.gov

- Resumes will be screened and only selected applicants will be contacted for interviews. Due to the anticipated large response to this announcement only those interviewed will be notified of the selection outcome. No telephone calls please.
- All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER